



ERNIE FLETCHER
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR PUBLIC HEALTH
DIVISION OF
ADULT AND CHILD HEALTH IMPROVEMENT
275 EAST MAIN STREET, HS2W-A
FRANKFORT, KENTUCKY 40621
(502) 564-2154, (502) 564-8389 FAX

Mark D. Birdwhistell
Secretary

September 1, 2006

Dear First Steps Provider:

Central Billing and Information Systems (CBIS) has been experiencing difficulties with providers who are not submitting electronic billing files timely. All First Steps and Medicaid eligible invoices are submitted to and paid through CBIS. Provider payment is based on the timely and accurate information submitted for billing purposes. This letter is being sent to remind providers of the timelines associated with the CBIS billing cycle.

Currently, CBIS processes provider payment files on a three week cycle. In order to ensure that all payments are processed on time, CBIS must receive all bills from providers by the established deadlines and no files uploaded after mid-night Eastern standard time on the posted cut-off date are to be processed. These deadlines must be adhered to if providers wish to be paid on time. This has been the policy for many years but has not been enforced. **As of the October 25, 2006 the policy for adherence to the cut off date for submission of billing will be compulsory.** If you are unsure about a cut-off date, it can be found by reviewing the CBIS website at:

<http://cbis.louisville.edu/cutoff.htm/cutoffdates.htm>.

If you have problems processing your payment file call CBIS immediately to discuss it and develop an alternate plan. The CBIS phone number is 502-852-7699 or 1-800-781-2967. We hope this does not cause an undue burden and that you understand the necessity for such a policy. If you have any questions or concerns, please contact Angie Lawrence at 502-564-3756 ext. 4589.

Best Wishes,

Angie D. Lawrence
Financial Administrator
First Steps